

SECURITY INFORMATION

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9

CONFIDENTIAL

10 October 1952

MEMORANDUM FOR: Deputy Director of Training, General
FROM : Director of Training
SUBJECT : T/O Approved 17 September 1952

1. Official copies of the Office of Training T/O approved 17 September 1952 have just become available. Attached hereto is a copy of the TR/G portion together with individual copies of each Staff and Division.

2. The complete TR/G T/O is for retention in your office. The individual copies are for distribution to the Staff and Division Chiefs as indicated with the admonition that the information is for their use and is not to be exposed to others except on a "need to know" basis when discussing assignments with Section Chiefs and others with supervisory responsibilities.

3. The Personnel Section is now engaged in the preliminary process of reslotting against the new T/O and will consult with 25X1A you within the next few days as to final assignments.

[REDACTED]

MATTHEW BAIRD

Document No. _____
NO CHANGE in CLASS.
 DECLASSIFIED
CLASS. CHANGED TO: NS S C
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1703
Date: 010278 By: 025

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TRO

- ORIENTATION AND BRIEFING DIVISION
✓ TRAINING INST-CH
✓ TRAINING INSTRUCTOR
✓ TRAINING INSTRUCTOR
✓ TRAINING ASSISTANT
✓ CLERK-STENOGRAPHY



	U	25X1A
GS- 1710 15		51
GS- 1710 13		591
GS- 1710 11		52
GS- 1711 7		53
GS- 301 5		54

TOTAL ORIENTATION AND BRIEFING DIVISION U 5

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OFFICE OR STAFF TRAINING	OFFICE CODE U	REQUEST DATE Security Information	APPROVAL DATE 10/17/52	CONTROL NO. 274		Page of Pages
DELETIONS			ADDITIONS			NET CHANGE
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS
			<u>VOUCHERED</u> <u>JUNIOR OFFICER TRAINEE</u> DIVISION <u>JUNIOR OFFICER TRAINEE</u> CORPS Intel Officer Intel Officer Intel Officer	GS-132 5/14 GS-132 5/14 GS-132 5/14		25X1A
			<u>UNVOUCHERED</u> Intel Officer	GS-132 5/14		
			Approved by DCI 17 October 1952 See memo from Director of Training dated 20 October 1952.			
NEW OFFICE TOTALS				APPROVAL		

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Security information: The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.

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SIGNATURE

Classified & Wage
TITLE

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OFFICE OR STAFF <u>TRAINING</u>	OFFICE CODE <u>II</u>	REQUEST DATE <u>13 November 1952</u>	APPROVAL DATE <u>14 Nov 1952</u>	CONTROL NO. <u>334</u>	Page 1 of 1 Pages		
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION CODE (Machine Records)
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION INFORMATION	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	
<u>TRAINING (GENERAL)</u>			<u>TRAINING (GENERAL)</u>				
<u>LANGUAGE SERVICES DIVISION</u>			<u>LANGUAGE SERVICES DIVISION</u>				
Instr (Audio Vis Tech) Lab Mech (Audio Vis) Lab Mech (Audio Vis)	GS-301-11 GS-1610 7 GS-1610-6	58 59 590	Lab Elect Mech (Sup) Lab Electron Mech Lab Electron Mech	GS-1611 10 GS-1611 9 GS-1611 6	794 795 796		
Per verbal request of Office of Training 13 November 1952.							

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Security Information

NEW OFFICE TOTALS

APPROVAL

Language Services Div. (No change)
Trng. General (No change)

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Chief, Class & Wage Div.

TITLE

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UNCLASSIFIED	RESTRICTED	CONFIDENTIAL	SECRET (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	[REDACTED]	[REDACTED]	[REDACTED]
2	102057		
3			
4			
5			
FROM		INITIALS	DATE
1	[REDACTED]	[REDACTED]	[REDACTED]
2	[REDACTED]		
3			
<input type="checkbox"/> APPROVAL <input type="checkbox"/> INFORMATION <input type="checkbox"/> SIGNATURE <input type="checkbox"/> ACTION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> RETURN <input type="checkbox"/> COMMENT <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> DISPATCH <input checked="" type="checkbox"/> CONCORRENCE <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> FILE			
REMARKS: Received official T/S Change Notices on addition of 50 JCT Slots + revision of Long Service positions recently surveyed.			
SECRET	CONFIDENTIAL	RESTRICTED	UNCLASSIFIED

Copy to [REDACTED] [REDACTED]

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GENERAL TRAINING DIVISION

Present (Fiscal 1952)

Proposed (Fiscal 1953)

25X9

Office of the Chief of the Division

[REDACTED]

In terms of approved slots, no change is indicated.

25X1A At present, position #1 is filled by [REDACTED] he will continue in that position.

25X1A At present, position #2 is filled by [REDACTED] who has been in the office of the Registrar, Support Staff, since February 1952.

⟨ In terms of approved slots for the General Training Division, position #2 is vacant and should be filled by 15 July 1952 by a competent secretary of at least GS-5 level.

25X1A To:
From:

[REDACTED]
30 May 1952

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GENERAL TRAINING DIVISION

Present (Fiscal 1952)

Proposed (Fiscal 1953)

25X9

Management Training Branch



This is an entirely new branch that was proposed on 23 May and tentatively approved by the office of the Director of Training.

This branch will be responsible for developing the Human Resources Program along with other general executive, administrative, and supervisory training throughout the Agency.

Position #1 will require an individual competent to develop supervisory training all the way from the AD level to the first line supervisor.

Position #2 will require an individual who can give general assistance to the Chief of the Division and the Chief of the Branch in conducting the Human Resources Program.

Position #3 will require an individual, a man or a woman, who would assist in the supervisory training programs and could take over responsibility for developing administrative training programs. Administrative training would be organized to assist the service offices of the Agency, - budget, personnel, property procurement, space, etc., - to meet more effectively the needs of the operating offices and reciprocally to assist the operating offices to achieve closer coordination in working with the administrative service offices.

The Management Training Branch will be in the developmental stages during fiscal 1953. For all practical purposes, it will be part of the office of the Chief of the Division and will secure secretarial support from the GS-6, Secretary (Steno), in that office.

25X1A To: [REDACTED]
From:

30 May 1952

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GENERAL TRAINING DIVISION

Present (Fiscal 1952)

Proposed (Fiscal 1953)

25X9

Clerical Training Branch



The considerable increase in the number of positions required for the Clerical Training Branch is simply a reflection of the increased responsibilities that it is expected will be placed in this Branch during fiscal 1953.

Position #5, GS-4, Clerk (Steno), is vacant at present.

It is proposed to reclassify position #1 from GS-11 to GS-12. There would be no difficulty at all in justifying this reclassification in terms of the heavy responsibilities for initiating plans, for reorganizing programs, and for supervising personnel. This position requires a person with pronounced ability in executive leadership; we have been fortunate to date in securing a person with these qualifications.

The justifications for the other positions are simply in terms of the expected increased load, of the calibre of instructors required for these particular jobs, and of the necessity for operating two installations,—
25X1A one at Alcott Hall and one at [redacted]

25X1A

To:
From:

[redacted] 30 May 1952

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GENERAL TRAINING DIVISION

Present (Fiscal 1952)

25X9

Proposed (Fiscal 1953)

UTG/A Branch



A slight reorganization in the T/O of the UTG/A Branch has been recommended as a result of the past year of working experience.

It is proposed to eliminate position #4, GS-7, Administrative Assistant, and in its place to add the position of GS-5, Secretary (Steno). The reasons for this change have been given previously and have been approved by the office of the Director of Training.

25X1A At present there are two vacancies in the T/O; another vacancy is expected in the near future. In spite of vacancies in the T/O, we have been able to operate UTG/A by using student assistance in a number of programs.

Position #1, GS-13, is vacant. Position #3, GS-11, became vacant this week with the transfer of Mrs. ██████████ to OPC. Position #4, GS-7, will become vacant as soon as Mrs. ██████████ is transferred to another office. 25X1A

The future of this branch depends very much upon the planning of the overall Intelligence School and decisions regarding the consolidation of overt and covert provisionally cleared personnel.

25X1ATo:
From:

██████████
30 May 1952

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Security Information

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GENERAL TRAINING DIVISION

Present (Fiscal 1952)

Proposed (Fiscal 1953)

25X9

Reading Improvement Branch



The proposed increase in use to be made of the Reading Improvement Laboratory accounts for the proposed increase in the T/O for 1953. As a matter of fact, the proposed T/O for 1953 represents less than the total number of positions allocated to reading improvement programs from TR(G) and TR(S). The positions allocated to reading improvement by TR(S) have not been drawn on in 1952.

The proposed T/O for 1953 would provide reading improvement programs both for overt and for covert personnel. The proposed T/O would provide a minimum staff to run a laboratory of the dimensions required by present plans of the Director of Training to make reading improvement part of the basic training for all CIA employees, as well as providing program support for UTG/A, CIA Intelligence School (Professional Trainees), the needs of miscellaneous groups of covert personnel, and the increasing demands from various offices within the Agency.

Of the positions approved at present there is one vacancy,- position #3, GS-4, Clerk (Typist).

25X1A To:
From:

30 May 1952

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